

**From:** [Cunningham, Jennifer L. \(EOIR\)](#)  
**To:** [All of Harlingen \(EOIR\)](#)  
**Subject:** Skype  
**Date:** Thursday, May 04, 2017 5:54:38 PM

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Good afternoon,

I just realized our computer upgrade includes a version of "Skype business". With this app you can add anyone within EOIR to your list of contacts and instant message them. It is quicker than email, and it could be helpful if you are in court and need something immediately. You can see who is on line and who isn't. It's similar to texting.

You can find it on your start button "Skype for business 2016". You can add names to it and then keep it open at the bottom.

Just a thought. We are not required to use it, but we do have it.

Thank you,

*Jennifer Cunningham*

Court Administrator

Harlingen Immigration Court

(b) (6)

Acting Court Administrator

Port Isabel Immigration Court

(b) (6)

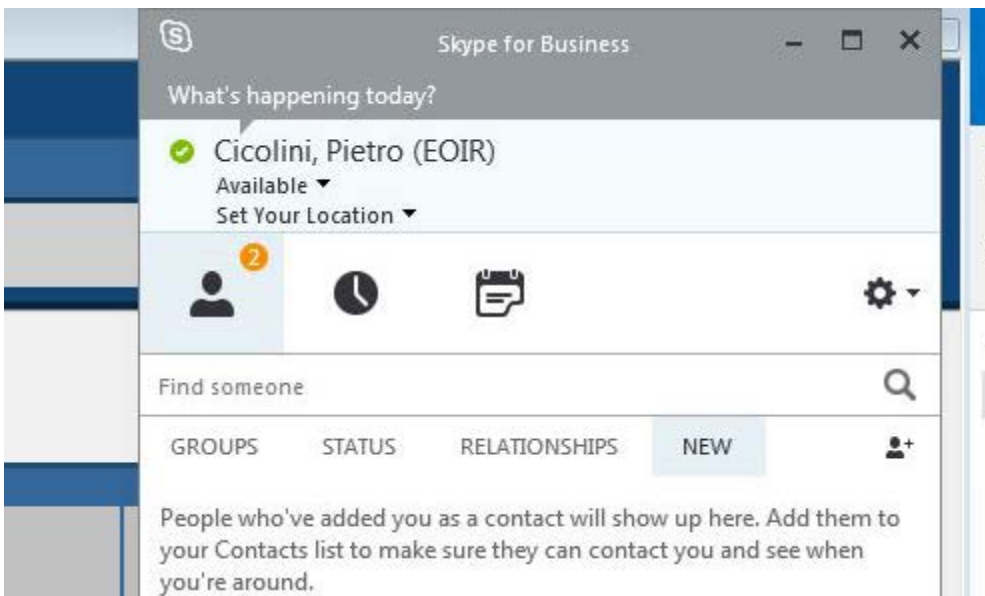
**From:** [Cicolini, Pietro \(EOIR\)](#)  
**To:** [Antico, Norma \(EOIR\)](#); [DeLusso, Susan A. \(EOIR\)](#); [Friday, Douglas \(EOIR\)](#); [Halle, Carla A. \(EOIR\)](#); [Haroon, Shehrezad \(EOIR\)](#); [Hine Jr., Richard R. \(EOIR\)](#); [Lin, Jia M. \(EOIR\)](#); [Moore-Estes, Summer \(EOIR\)](#); [Morris, Daniel \(EOIR\)](#); [Narozniak, Magdalena \(EOIR\)](#); [Nieves, Manuel A. \(EOIR\)](#); [Sheley, Sophia \(EOIR\)](#); [Straus, Michael \(EOIR\)](#); [Verrillo, Phillip \(EOIR\)](#)  
**Cc:** [Dufresne, Jill \(EOIR\)](#)  
**Subject:** SKYPE chatting  
**Date:** Tuesday, July 11, 2017 8:28:37 AM

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Apparently we have Skype chatting available on our computers.  
If you go to your start menu and search for “Skype for Business”, you will have access to that program.

Skype chatting allows employees to instant message each other, rather than emailing back and forth. It can be a helpful tool if you’re looking to quickly get someone’s attention or send for help.

Let me know if you want help getting started.



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Peter Cicolini  
Court Administrator  
[Immigration Court - Hartford, CT](#)  
(b) (6)

**From:** [De Girolamo, Gianfranco \(EOIR\)](#)  
**To:** [Villegas, Veronica S. \(EOIR\)](#); [Bakke Varzandeh, Joyce A \(EOIR\)](#); [Calcador, Kerri \(EOIR\)](#); [Costa, Philip Joseph \(EOIR\)](#); [Sitgraves, D. \(EOIR\)](#)  
**Cc:** [Sutton, Matthew J. \(EOIR\)](#); [Vasquez, Jessica C. \(EOIR\)](#)  
**Subject:** Skype Instant Messaging  
**Date:** Friday, November 03, 2017 5:18:47 PM

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Hi Judges,

We just found out that we all have access to skype business instant messaging on our computers.

This means that in addition to e-mail, phone, and in person communication, you can communicate with us via instant messaging. For instance, if you are in court and need a quick response regarding an issue, you could contact any of us, and we can have a conversation without the risk of disrupting the hearing, and without the time lag of emails.

Please follow the instructions below should you wish to register.

You can contact me for any technical questions.

Happy Friday everyone.

Best,

Gianfranco

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**From:** Wong, Eva (EOIR)  
**Sent:** Friday, November 03, 2017 9:02 AM  
**To:** Lizama, Thelma A. (EOIR) <Thelma.Lizama@EOIR.USDOJ.GOV>; Siler, Katie M. (EOIR) <Katie.Siler@EOIR.USDOJ.GOV>; Aldredge, Brittany (EOIR) <Brittany.Aldredge@EOIR.USDOJ.GOV>; Kazim, Hannah (EOIR) <Hannah.Kazim@EOIR.USDOJ.GOV>; Sutton, Matthew J. (EOIR) <Matthew.Sutton@EOIR.USDOJ.GOV>; De Girolamo, Gianfranco (EOIR) <Gianfranco.DeGirolamo@EOIR.USDOJ.GOV>; Smith, Alexis (EOIR) <Alexis.Smith@EOIR.USDOJ.GOV>; Chen, Angela (EOIR) <Angela.Chen@EOIR.USDOJ.GOV>; Vasquez, Jessica C. (EOIR) <Jessica.Vasquez@EOIR.USDOJ.GOV>; Lau, Christopher (EOIR) <Christopher.Lau@EOIR.USDOJ.GOV>; Orr, Kimberlie (EOIR) <Kimberlie.Orr@EOIR.USDOJ.GOV>; Kennedy, Alanna (EOIR) <Alanna.Kennedy@EOIR.USDOJ.GOV>; Joyce, Marisa E. (EOIR) <Marisa.Joyce@EOIR.USDOJ.GOV>; Saenz, Rodolfo D. (EOIR) <Rodolfo.Saenz@EOIR.USDOJ.GOV>; Rodriguez, Camilo A. (EOIR) <Camilo.Rodriguez@EOIR.USDOJ.GOV>; Curley, Andrea (EOIR) <Andrea.Curley@EOIR.USDOJ.GOV>; Aronson, Nicole W. (EOIR) <Nicole.Aronson@EOIR.USDOJ.GOV>; Groff, Stephanie L. (EOIR) <Stephanie.Groff@EOIR.USDOJ.GOV>; Douglas, Tess P. (EOIR) <Tess.Douglas@EOIR.USDOJ.GOV>; Yoon, Christine (EOIR) <Christine.Yoon@EOIR.USDOJ.GOV>; Paisner, Leah D. (EOIR) <Leah.Paisner@EOIR.USDOJ.GOV>; Silker, Zakery (EOIR) <Zakery.Silker@EOIR.USDOJ.GOV>  
**Subject:** Skype Instant Messaging

Good morning everyone,

I recently learned that our computers have Skype for Business, which allows us to instant message each other. To set it up, just go to All Programs, click on Skype for Business, and then enter your DOJ email (not your EOIR one). You can message people in other departments as well.

Instant messaging is easier than emailing back and forth, so hope this helps!

Happy Friday,  
Eva

**From:** [Johnson, Hunter \(EOIR\)](#)  
**To:** [All of New Orleans \(EOIR\)](#)  
**Subject:** Skype for Business Instant Messenger  
**Date:** Wednesday, October 11, 2017 9:13:56 AM

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Due to the size of this court and the need to communicate court business, oftentimes, in a highly time sensitive manner, the above captioned program is authorized. I will show you how to activate, enroll, and use the program this week.

Thank you for all that you do,

Hunter

**From:** [Sharer, Melissa A. \(EOIR\)](#)  
**To:** [Martin, Clay N. \(EOIR\)](#); [All of San Antonio \(EOIR\)](#)  
**Subject:** SKYPE USER GUIDE  
**Date:** Wednesday, February 07, 2018 5:22:33 PM  
**Attachments:** [Microsoft Skype User Guide.pdf](#)  
[image002.png](#)

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Greetings,

In regards to Stephen Griswold's email, we now have a Skype User Guide.

So I just wanted to share with you.

Thanks!

Melissa A. Sharer  
Legal Assistant  
San Antonio Immigration Court  
800 Dolorosa, Suite 300  
San Antonio, TX 78207

(b) (6)





## EOIR Microsoft®

### Skype™ 2016 Desktop Guide

Skype provides instant messaging (IM), web conferencing, online meeting scheduling, and user presence (availability) across EOIR. Skype is integrated with Microsoft Office for contacts and scheduling. This desktop guide provides reference information for commonly used features in Skype.

#### Initial Sign in

At the first login after Skype installation, you must start the Skype program. Click the Windows **Start** icon on the taskbar, search for Skype, and then click **Skype for Business 2016**. The Skype Sign in window opens. Enter your sign-in address. (b) (7)(E)

1. Enter your sign-in address.
2. Click **Sign In**.

The screenshot shows the 'Skype for Business' sign-in window. It has a blue header bar with the Skype logo and window controls. The main area is white with the text 'Sign in' in large blue letters. Below it, there's a text box for 'Sign-in address:' with a placeholder email address. A small gear icon is to the right. Below the text box, it says 'Use the sign-in address for your organization - not a Skype Name or Microsoft account'. At the bottom, there's a 'Sign in as:' dropdown menu showing 'Available' with a green checkmark. A 'Sign In' button is at the bottom right. A small copyright notice '© Microsoft Corporation. All rights reserved.' is at the very bottom.

## Overview

After the initial sign in, the Microsoft Skype (main) window automatically opens when you log into your computer. The Skype main window provides user access to all Skype features.

**Note:** The EOIR network configuration does not support Skype phone/VOLP calling features. Conferencing voice features are available using the computer speakers/headset with a microphone or a separate phone line. Video features require a PC camera.

The screenshot shows the 'Skype for Business' main window. It has a blue header bar with the Skype logo and window controls. The main area is white. On the left, there's a sidebar with 'What's happening today?' and a list of contacts: 'Koe, Jose (EOIR)' with status 'Available' and 'Set Your Location', and 'Lin Ma - Away 35 mins'. Below this is a 'Find someone' search bar. On the right, there's a table with columns 'GROUPS', 'STATUS', 'RELATIONSHIPS', and 'NEW'. The table lists 'FAVORITES' and 'OTHER CONTACTS (0)'. A red box highlights the 'Add New Contact' icon (a person with a plus sign) in the bottom right corner of the sidebar.

#### Create a Group

Set up a group for each team that you work. You can then quickly see who is available or communicate with the entire team at once.

1. Click the **Add a contact** icon and select **Create a New Group**.
2. Enter the name for the new group.

#### Build a Contacts List

Add people to the Contacts list in Skype and assign them to a group for easy collaboration within the group.

1. Type the person's name or email address in the **Find someone** search field.
2. Highlight the person's name and right-click the name.
3. Roll over **Add to Contact List** and select a group or **Other Contacts** to add the contact.
4. (Optional) Add the person to the Favorites list. (This can be done anytime by right-clicking the contact and selecting **Add to Favorites**.)

Each person you add to your contacts receives the following message which then allows them to add you to their contacts list using steps 2-4 above.

The screenshot shows a 'Skype for Business' window displaying a message. The header bar is blue with the Skype logo and window controls. The message content is white. It says 'What's happening today?' and 'Koe, Jose (EOIR)' with status 'Available' and 'Set Your Location'. Below this is a 'Find someone' search bar. On the right, there's a table with columns 'GROUPS', 'STATUS', 'RELATIONSHIPS', and 'NEW'. The table lists 'FAVORITES' and 'OTHER CONTACTS (0)'. A red box highlights the 'Add New Contact' icon (a person with a plus sign) in the bottom right corner of the sidebar.

#### Added to Contact Message

**Note:** Contacts are automatically assigned to the Colleagues privacy relationship.



## Change Privacy Relationship

Privacy relationship settings control the information seen on contact cards and meeting requests. To change relationship settings, right-click the contact's name in the Contacts list, click **Change Privacy Relationship**, and then select the relationship.

## Change Presence (availability) State

Presence information includes Availability Status (Available, Busy, or Do Not Disturb), and presence indicator (green, yellow, or red), identifying your status across the MS Office suite of programs.

1. Click the **presence status** and select the desired status from the drop-down list.
2. (Optional) Select **Reset Status** from the list to let Skype set the status automatically based on your current activity or Outlook calendar.



### Presence Status

**Note:** Only contacts in your **Workgroup** can interrupt you even though your status is set to **Do Not Disturb**.

## Send an Instant Message

1. In the **Contacts** list, double-click a contact and the IM window opens.

2. Type a message in the message input area at the bottom of the message box and press **Enter**.



### Instant Message Window

**Note:** Any message correspondence that contains decisions, actions, or strategies of the Department **MUST**, at a minimum, be pasted into a follow up e-mail.

## Limitations of Instant Messaging Sessions

Some of the Skype features require users to establish a meeting or "meet now" session (available from the **Options** icon or the tool bar) to function properly. These functions include:

- Desktop sharing
- Application sharing
- Audio and Video communication

If these options are attempted, an error similar to the one below may occur.



In order to use these functions, create a meeting or **Meet Now** session as described in this reference guide.

## Contact Users via IM

There are several ways to start an IM conversation with people or groups in your contacts list. From the contacts list or from search results, do any of the following:

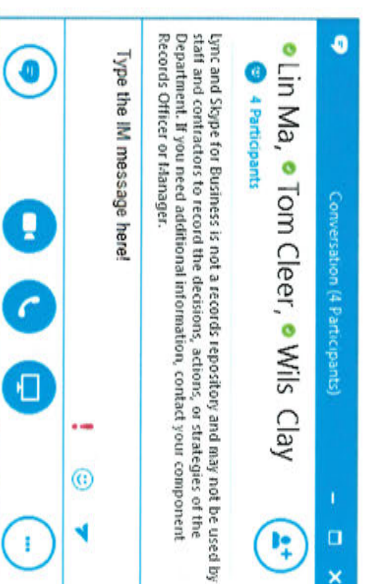
- Double-click the contact.
- Right-click a contact and select **Send an IM**.
- From Outlook or SharePoint click the presence icon and then select the instant message icon (pictured below).



### Instant Message Icon

## Start a Group IM Conversation

A group instant messaging conversation can be started by selecting multiple contacts or a contact group from the **Contacts** list. An IM session turns into a group conversation when a third person joins. Participants will see the conversation thread from the point at which they join.



### Group Conversation Window



To start a group conversation from the Contacts list:

1. Hold the [Ctrl] key down, and click each contact that should be invited.
2. Right-click a highlighted contact and select **Send an IM**.

For a user defined group, right-click the group name and select **Send an IM**.

3. Type the message and then press **Enter**. To start a group conversation from an IM conversation window:

1. Click the **Invite More People** icon.
2. Select a contact from the popup list or search for a contact to invite into the conversation.



#### Invite More People

### Schedule an Online Meeting

Skype meetings are scheduled from Outlook.

1. Open the Outlook Calendar.
2. On the **Home** tab, click **New Skype Meeting**.
3. A new meeting request opens; recipients, subject line, meeting time, and other meeting details can then be added.



#### Schedule in Outlook

### Set Meeting Options

The settings for the Outlook meeting request can be customized to control access and presenters.

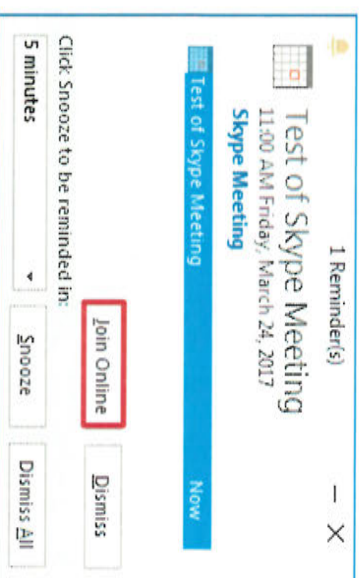
1. On the **Meeting** tab within the request, click **Meeting Options**.
2. In the **Skype Meeting Options** dialog box:
  - Select meeting access and presenter options.



#### Meeting Options

### Join a Scheduled Online Meeting

1. In the meeting reminder, click **Join online**.
2. Agree to the Disclaimer and click **Continue**.
3. Select a meeting audio option and click **OK**.
  - Do not join audio if using a separate phone/teleconference line.
  - Skype audio requires use of computer speakers/headset and microphone.



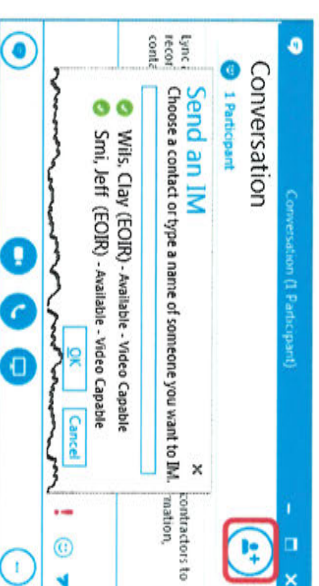
#### Join Online Meeting

### Create a Meet Now Session

The **Meet Now** option allows users to set up and quickly start up a meeting without scheduling it through Outlook.

1. In the Skype main window, click the **Options** icon and select **Meet Now**.
2. Select a meeting audio option and click **OK**.
  - Do not join audio if using a separate phone/teleconference line.

3. Click the **Invite More People** icon.
4. Select a contact from the popup list or search for a contact to invite to the conversation.



#### Meet Now

### Online Meeting Features

The following Skype features require users to establish a meeting or **Meet Now** session.

#### Share the Desktop

Skype allows users to share their desktop with other users in either **view-only** access or **full control** mode. Do so by:

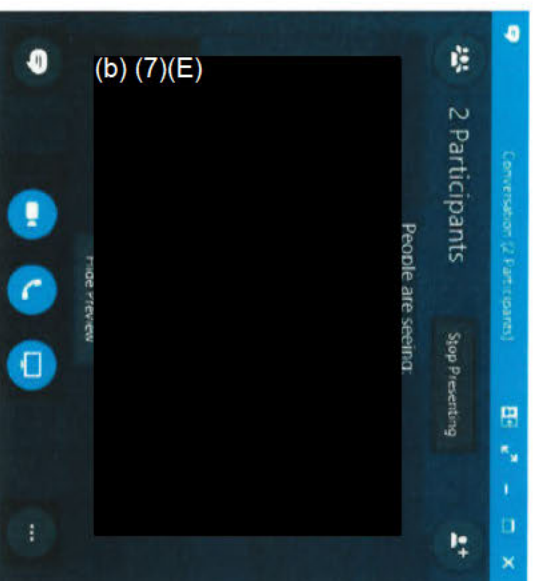
1. In the conversation window, click the **Present** icon.
2. Select **Present Desktop**.
3. If using more than one monitor, select the one you wish to display/share.



## View the Stage

The stage area shows the view participants see.

1. In the conversation window, click the **Present** icon.
2. Select **Show Stage**.



## Give Control of Desktop to Others

Whenever actively sharing or presenting from your desktop, a status bar displays at the top of the monitor. By default, the desktop owner is the individual in control of the presentation.



### Sharing Status Bar

Owners also have the ability to allow others to use their own mouse and/or keyboard to control the presentation on stage. Do so by:

1. On the sharing status bar at the top of the screen, click **Give Control**.

2. Select the name of an individual under attendees or click **Automatically accept control requests**.

### Take Back Control

To take back control of the desktop, press **Ctrl + Alt + space bar**, or click **Give Control**, and then:

- If **Automatically accept control requests** is/was selected, click it to clear and take back control.
- To take back control from an individual, click **Take back control**.

### Present a Program

1. In the conversation window, click the **Present** icon and select **Present Program**.
2. In the **Present Programs** dialog box, click the program you wish to present and then click **Present**.

### Share a PowerPoint Presentation

This feature allows attendees to view and markup a PowerPoint presentation. If desired, the presentation can be saved for later use. To collaborate/edit a PowerPoint, share it on the desktop. To do so:

1. Click the **Present** icon in the conversation window and select **Present PowerPoint Files**.
2. Select the file to present and then click **Open**.



Click the **Annotations** icon in the upper right-hand corner of the window to open the annotations toolbar.

### Share a Whiteboard

This feature allows attendees to use the whiteboard collaboration feature. If desired, whiteboard content can be saved for later use.

In the conversation window, click **Share**, and then click **New Whiteboard**.

### Attach a File to a Meeting

A file can be shared with meeting attendees.

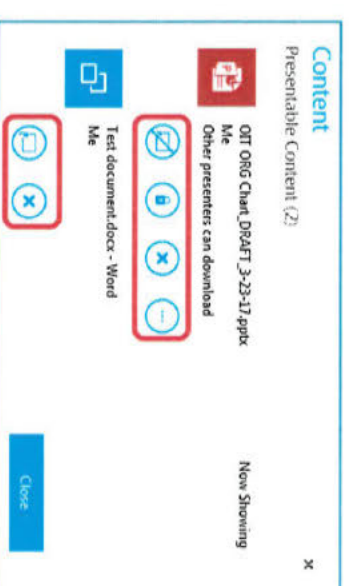
Participants can download and view attachments. To do so:

1. Click the **Present** icon in the conversation window and select **Add Attachments**.
2. Select the file to share, and then click **Open**.

### Manage Sharing/Presentation

When multiple items are shared/presented, perform the following to switch between items:

1. Click the **Present** icon in the conversation window and select **Manage Content**.
2. Select the applicable icon to update/manage.



### Sharing Status

### Exit an Online Meeting

Attendees can exit a meeting at any time by closing the conversation window.

To end a meeting, the presenter must:

1. Click the **More Options** icon and select **End Meeting**.
2. Click **OK** to confirm.

**From:** [Feldman, Irene \(EOIR\)](#)  
**To:** [Padilla, Victoria \(EOIR\)](#); [Patterson, Lizbeth \(EOIR\)](#); [King, Cheryl \(EOIR\)](#); [Graff, Corey \(EOIR\)](#)  
**Cc:** [Fleener, Danny L. \(EOIR\)](#)  
**Subject:** SKYPE  
**Date:** Tuesday, February 6, 2018 3:03:00 PM  
**Attachments:** [image001.png](#)

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Good Afternoon:

Should you need to reach me, please do not SKYPE or "IM" me. It is not an effective way to reach me, as I am no longer using this means of communication.

The best way to reach me is to email or call me (see below). If I am in Eloy, you will need to call the Eloy court directly, since there is no cell phone service at that location.

Many thanks!

Best,

Irene

**Irene C. Feldman**

Assistant Chief Immigration Judge

(b) (6)

Email: [Irene.Feldman2@usdoj.gov](mailto:Irene.Feldman2@usdoj.gov)

(b) (6)



**From:** [Wahowiak, Marlene \(EOIR\)](#)  
**To:** [Baker, Barbara \(EOIR\)](#)  
**Cc:** [Weiss, Daniel H. \(EOIR\)](#)  
**Subject:** RE: Question about Skyping ppII  
**Date:** Wednesday, February 7, 2018 12:31:36 PM

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*"To all Dallas staff:*

*Please note that it is the policy of this court that its employee are not to use DOJ-furnished computers, laptops, etc., to engage in Skyping. Likewise, employees are to limit their use of personal cellphones. Regarding personal cellphone usage, please do not use "facetime" function while in the court. When using headphones, employees must only use one earpiece so that they can answer phones, hear visitors, etc. Lastly, please be advised the our internet usage is monitored. Watching movies, YouTube, streaming videos, etc., while on your DOJ computer is strictly prohibited."*

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**From:** Baker, Barbara (EOIR)  
**Sent:** Wednesday, February 07, 2018 12:10 PM  
**To:** Wahowiak, Marlene (EOIR) <Marlene.Wahowiak@EOIR.USDOJ.GOV>  
**Subject:** RE: Question about Skyping

That's great Can you also incude stuff about you tube?

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**From:** Wahowiak, Marlene (EOIR)  
**Sent:** Wednesday, February 07, 2018 10:56 AM  
**To:** Baker, Barbara (EOIR) <[Barbara.Baker@EOIR.USDOJ.GOV](mailto:Barbara.Baker@EOIR.USDOJ.GOV)>  
**Cc:** Weiss, Daniel H. (EOIR) <[Daniel.Weiss@EOIR.USDOJ.GOV](mailto:Daniel.Weiss@EOIR.USDOJ.GOV)>  
**Subject:** RE: Question about Skyping

(b) (5)



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**From:** Baker, Barbara (EOIR)  
**Sent:** Wednesday, February 07, 2018 11:51 AM  
**To:** Wahowiak, Marlene (EOIR) <[Marlene.Wahowiak@EOIR.USDOJ.GOV](mailto:Marlene.Wahowiak@EOIR.USDOJ.GOV)>  
**Cc:** Weiss, Daniel H. (EOIR) <[Daniel.Weiss@EOIR.USDOJ.GOV](mailto:Daniel.Weiss@EOIR.USDOJ.GOV)>  
**Subject:** Question about Skyping

Hi Marlene,

I am dealing with an issue here in Dallas that is new to us. Several staff approached SLA Shannon Pierce about our contractor who had transferred to us from the Las Vegas court. They were frustrated that they were ordered to assist Stephanie is the backlogged mail at the reception window where Stephanie is assigned stating "if she would get off of Skype and quit IMing then she could maybe do her work!" We were not even aware you could access Skype from our computers. I have reached out to Kellie Upham about the situation since it involves a contractor but I wanted to put out something perhaps to all staff that they should not do any Skyping. Am I allowed to do that? Any special wording you can assist with? Or other guidance?? Thanks.



**From:** [Weiss, Daniel H. \(EOIR\)](#)  
**To:** [OIT, Service Desk \(EOIR\)](#)  
**Subject:** Disabling Skype  
**Date:** Wednesday, February 7, 2018 9:09:00 AM  
**Attachments:** [image001.png](#)

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Good morning. It was brought to my attention this morning that one of our court staff is using Skype from their workstation for personal purposes. I can't think of a business reason for the court staff to have access to skype from their desktops. Can it be disabled?

Thank you,

Daniel Weiss

**Daniel H. Weiss**  
Assistant Chief Immigration Judge  
Dallas, El Paso, El Paso SPC, Otero

(b) (6)



[Daniel.H.Weiss@usdoj.gov](mailto:Daniel.H.Weiss@usdoj.gov)



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**From:** [OIT, Service Desk \(EOIR\)](#)  
**To:** [All of EOIR](#)  
**Subject:** Skype for Business - Service Degradation  
**Date:** Monday, June 18, 2018 8:35:43 AM  
**Attachments:** [image002.png](#)

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**U.S. Department of Justice | Executive Office for Immigration Review** 

**Message from the Service Desk**

**Service:** Skype for Business

**Where:** EOIR Enterprise

**When:** Current

**Details:** We are currently experiencing an intermittent issue affecting Skype for Business. Department engineers are aware and working toward a resolution. We will notify you once the issue has been resolved.

**Contact:** [Service Desk](#)

**Phone:** 703-305-7347

**Quick Links**  
[Submit a Ticket](#)  
[Check Ticket Status](#)  
[Send Us a Message](#)

**Efficient – Effective – Exceptional**

**Note:** You should never be asked for personal information via email.

/r

**Elissa M. Reynolds, PMP | Service Desk Manager**

Executive Office for Immigration Review

Office of Information Technology

[Elissa.m.reynolds@usdoj.gov](mailto:Elissa.m.reynolds@usdoj.gov)

(b)  
(c)

**OIT Service Desk #: 703.305.7347**


Have you tried the [OIT Service Desk Portal](#)?

It provides EOIR users the ability to put in their own services/tickets requests.


**Please Note:** I am NOT a Contracting Officer (CO) and am not authorized to enter into agreement on behalf of the U.S. Government. All contracts and delivery orders will be negotiated by a government contracting officer.

**From:** [OIT, Service Desk \(EOIR\)](#)  
**To:** [All of EOIR](#)  
**Subject:** Skype for Business - Service Degradation - Resolved  
**Date:** Monday, June 18, 2018 9:15:44 AM  
**Attachments:** [image002.png](#)

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U.S. Department of Justice | Executive Office for Immigration Review



Message from the Service Desk

**Service:** Skype for Business

**Where:** EOIR Enterprise

**When:** Current

**Details:** The issue affecting Skype for Business has been resolved.

**Contact:** [Service Desk](#)

**Phone:** 703-305-7347

Quick Links

[Submit a Ticket](#)

[Check Ticket Status](#)

[Send Us a Message](#)

Efficient – Effective – Exceptional

Note: You should never be asked for personal information via email.

/r

**Elissa M. Reynolds, PMP | Service Desk Manager**

Executive Office for Immigration Review

Office of Information Technology

[Elissa.m.reynolds@usdoj.gov](mailto:Elissa.m.reynolds@usdoj.gov)

(O): [REDACTED] (b) [REDACTED]

**OIT Service Desk #: 703.305.7347**

Have you tried the [OIT Service Desk Portal](#)?

It provides EOIR users the ability to put in their own services/tickets requests.

**Please Note:** I am NOT a Contracting Officer (CO) and am not authorized to enter into agreement on behalf of the U.S. Government. All contracts and delivery orders will be negotiated by a government contracting officer.

**From:** Daniel.Daugherty@EOIR.USDOJ.GOV  
**To:** [Engel, Donna \(EOIR\)](#)  
**Subject:** Re: PLEASE SIGN INTO SKYPE  
**Date:** Tuesday, October 16, 2018 9:44:20 AM

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Thanks!

Daniel “Doc” Daugherty  
Assistant Chief Immigration Judge  
Las Vegas, Denver, Aurora, Salt Lake City  
(b) (6)

On Oct 16, 2018, at 9:40 AM, Engel, Donna (EOIR) <[Donna.Engel@EOIR.USDOJ.GOV](mailto:Donna.Engel@EOIR.USDOJ.GOV)> wrote:

Hello Judge Daugherty,

I have signed in – just in case you need anything ☺.

Donna

---

**From:** Daugherty, Daniel J. (EOIR)  
**Sent:** Tuesday, October 16, 2018 5:38 AM  
**To:** Burke, Jason (EOIR) <[Jason.Burke@EOIR.USDOJ.GOV](mailto:Jason.Burke@EOIR.USDOJ.GOV)>; Newsome, Rachel (EOIR) <[Rachel.Newsome@EOIR.USDOJ.GOV](mailto:Rachel.Newsome@EOIR.USDOJ.GOV)>; Overton, Fayne (EOIR) <[Fayne.Overton@EOIR.USDOJ.GOV](mailto:Fayne.Overton@EOIR.USDOJ.GOV)>; Rau, Regina (EOIR) <[Regina.Rau@EOIR.USDOJ.GOV](mailto:Regina.Rau@EOIR.USDOJ.GOV)>; Revelle, Alec (EOIR) <[Alec.Revelle@EOIR.USDOJ.GOV](mailto:Alec.Revelle@EOIR.USDOJ.GOV)>  
**Cc:** Engel, Donna (EOIR) <[Donna.Engel@EOIR.USDOJ.GOV](mailto:Donna.Engel@EOIR.USDOJ.GOV)>; Ward, Felicia (EOIR) <[Felicia.Ward@EOIR.USDOJ.GOV](mailto:Felicia.Ward@EOIR.USDOJ.GOV)>  
**Subject:** PLEASE SIGN INTO SKYPE

Leaders

In order to establish better communication and the ease of access to information sharing – DOJ has given all of SKYPE for business.

<!--[if !supportLists]-->1. <!--[endif]-->Go to start.  
<!--[if !supportLists]-->2. <!--[endif]-->Click on Skype for Business  
<!--[if !supportLists]-->3. <!--[endif]-->Enter your external email address:  
[Daniel.j.daugherty@usdoj.gov](mailto:Daniel.j.daugherty@usdoj.gov)  
<!--[if !supportLists]-->4. <!--[endif]-->Click sign in

<image001.png>

Daniel "Doc" Daugherty  
Assistant Chief Immigration Judge  
Aurora, Denver, Fishkill, Las Vegas,  
New York City, Salt Lake City, Ulster, Varick St.

(b) (6)

Email: [Daniel.J.Daugherty@usdoj.gov](mailto:Daniel.J.Daugherty@usdoj.gov)



**From:** [OIT, Service Desk \(EOIR\)](#)  
**To:** [Nadkarni, Deepali \(EOIR\)](#)  
**Cc:** [Lathon, Antoine \(EOIR\) \(CTR\)](#)  
**Subject:** RE: Skype Instruction Sheet?  
**Date:** Monday, December 10, 2018 9:27:24 AM

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Hello,

Thank you for contacting the OIT Service Desk. A link will be provide below. If you have any questions please feel free to contact the OIT Service Desk.

<https://eoirnet/sites/EOIR/SearchCenter/Pages/Results.aspx?k=skype&s=All%20EOIR>

Thank you,  
OIT Service Desk  
(703)-305-7347

[OITServiceDesk@eoir.usdoj.gov](mailto:OITServiceDesk@eoir.usdoj.gov)

Have you tried the [EOIR Service Desk Portal](#)?

It provides EOIR users the ability to put in their own ticket requests

***Please Note: The EOIR OIT Service Desk will never ask you for your username and password via email, telephone, letter, or in-person communication. If you receive such a request, please do NOT respond and notify the OIT Service Desk immediately. Thank you.***

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**From:** Nadkarni, Deepali (EOIR)  
**Sent:** Thursday, December 6, 2018 6:28 PM  
**To:** OIT, Service Desk (EOIR) <OITServiceDesk@EOIR.USDOJ.GOV>  
**Subject:** Skype Instruction Sheet?

Good evening. I'd like to give my judges an instruction sheet/QRG on how to use the Skype instant messaging function. Do you have something like this? Thanks.

Dee Nadkarni  
Assistant Chief Immigration Judge

(b) (6)

**From:** [Daugherty, Daniel J. \(EOIR\)](#)  
**To:** [Akins, Kellie M. \(EOIR\)](#); [Apon, Trachelle \(EOIR\)](#); [Artis, Joanne \(EOIR\)](#); [Ferro, Lisa \(EOIR\)](#); [Gomez, Summie \(EOIR\)](#); [Harris, Alethea \(EOIR\)](#); [Hernandez, Carolina \(EOIR\)](#); [Little, Jody \(EOIR\)](#); [Llerena, Maria \(EOIR\)](#); [Nunez-Mayorga, Sugeily \(EOIR\)](#); [Rau, Regina \(EOIR\)](#); [Ward, Felicia \(EOIR\)](#); [Weber, Joseph \(EOIR\)](#)  
**Subject:** SKYPE AND PWPS  
**Date:** Tuesday, December 11, 2018 8:38:00 AM  
**Importance:** High

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## LEADERS

1. Please sign back in to your Skype accounts.
2. PWPs must be done asap. If you have outstanding PWP – please get them done.
3. We need to know right now if any of your people have told you they are leaving, taking another job, interviewing with other agencies or plan to retire within the next 90 days. I need this info ASAP to fight with HQ!!!

Daniel “Doc” Daugherty  
Assistant Chief Immigration Judge  
Aurora, Denver, Fishkill, Las Vegas,  
New York City, Salt Lake City, Ulster, Varick St.

(b) (6)

Email: [Daniel.J.Daugherty@usdoj.gov](mailto:Daniel.J.Daugherty@usdoj.gov)